



Job opening: *Volunteer Re-Engagement Coordinator*

This position is part-time for a period of 16 weeks, starting July 20, 2020; 28 hrs/week; compensated at \$21.30/hr. This position is based from home.

Job purpose

As COVID-19 restrictions begin to be relaxed and organizations are gradually resuming full operations in their workplace, member organizations of the Ottawa Community Food Partnership (OCFP), in which Parkdale Food Centre is the lead organization, are seeing an increase in volunteer interest and are looking to re-engage their volunteers. Health and safety concerns mean that there are new precautions that need to be observed and this will require new training, updated policies, and the adapting of Ottawa Public Health protocols. This position will assist core staff to better address the needs of volunteers who are an invaluable resource in providing city-wide food security programming.

Reporting to the Ottawa Community Food Partnership Coordinator the OCFP Volunteer Coordinator will support OCFP members to re-onboard volunteers and ensure that required health and safety training is carried out. The Coordinator will spend time with each organization, as needed, recommend policies, ensure all required PPE is available at each site, document protocols, assess space needs and act as a liaison with Ottawa Public Health.

Duties and responsibilities

- Act as the primary liaison between OCFP members and Ottawa Public Health, communicating OPH health and safety requirements and giving the OCFP the ability to react quickly as these requirements change.
- Create a consistent approach to health and safety protocols/training across the membership as much as possible, recognizing that the membership is diverse with different programs, policies and practices.
- Coordinate and provide COVID-19 health and safety training.

- Assess volunteer duties in light of COVID-19 to identify any practices and processes that need to be changed.
- Support the re-engagement volunteers, helping them to get reacquainted with programming activities, particularly in the context of COVID-19.
- Work with individual members to identify other needs and provide customized support.
- Prepare and write a regular Volunteer Newsletter that gives everyone the most up-to-date information regarding any safety concerns, training opportunities, new roles, availability of PPE etc.

Working conditions

- This position is based from home but there will be a desk at PFC as needed.
- Requires ability to travel to multiple locations
- Requires infrequent evening and weekend work and a flexible schedule

Skills required

- Able to work independently and efficiently with little supervision
- Driver's licence and access to a car
- Flexible and able to adjust a plan to meet the different needs of different organizations
- Highly organized
- Creative and effective communicator with excellent computer skills who will be able to produce interesting presentations.
- Able to consolidate information from multiple sources
- Comfortable public speaking and/or speaking to the media
- Bilingual

Learn more about the Ottawa Community Food Partnership at:

<https://parkdalefoodcentre.ca/services/ottawa-community-food-partnership/>

To apply:

Please submit your cover letter and CV to erica@parkdalefoodcentre.org by July 15th at 5pm